



# Fire Watch Requirements

Incorporated Village of Lake Grove  
Office of the Fire Marshal  
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## **Section 1-General**

**Definition**-As per Section §202 NYSFC 2020.

**FIRE WATCH.** A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the fire department.

### **Reasons for a fire watch**

**SYSTEM IMPAIRMENT**-where a required fire protection system is out of service, the fire department and the Lake Grove Fire Marshal shall be notified immediately and, where required by the Fire Marshal, the building shall be either evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shutdown until the fire protection system has been returned to service.

**HOT WORK**-during any hot work operation.

**SPECIAL EVENTS**-The Lake Grove Fire Marshal shall order a fire watch any time an issue or circumstance arises that would warrant same due to diminished or reduced fire detection or protection. Examples of this are live performances where a smoke or fog machine is utilized, indoor pyrotechnic displays and large events where no fire detection or protection is in place such as an event in a tent.

## **Section 1-General (continued)**

### **Who can authorize a fire watch?**

A fire watch can only be ordered by a Fire Code Official employed by the AHJ. The Fire Marshal is the AHJ and the Fire Code Official within the Incorporated Village of Lake Grove. All fire watches must be preauthorized by the Lake Grove Fire Marshals Office-**There are no exceptions to this requirement.**

### **Who can terminate a fire watch?**

In the Village of Lake Grove, a fire watch can only be terminated by the Lake Grove Fire Marshal.

## **Section 2-Where a fire watch will be authorized**

### **Fire protection system impairment** (as per §901.7 NYSFC 2020)

Where a required fire protection system is out of service, the fire department and the Fire Code Official shall be notified immediately and, where required by the Fire Code Official, the building shall either be evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shut down until the fire protection system has been returned to service.

**See Section 6**

### **Fire alarm system impairment** (§9.6.1.8 NFPA 72)

Where a required fire alarm system is out of service for more than 4 hours in a 24 hour period, the Authority Having Jurisdiction shall be notified, and the building shall be evacuated or an approved fire watch shall be provided for all parties left unprotected by the shutdown until the fire alarm system has been returned to service. **See Section 6**

### **Building Construction** (as per §3304.5.1 NYSFC 2020)

Where required by the Fire Code Official, a fire watch shall be provided during nonworking hours for new construction that exceeds 40 feet in height above the lowest adjacent grade. **See Section 7**

### **Building demolition** (as per §3304.5 NYSFC 2020)

When required by the Fire Code Official for building demolition that is hazardous in nature, qualified personnel shall be provided to serve as an on-site fire watch. **See Section 7**

### **Hot work** (as per §2604.2.1 NYSFC 2020)

When required, a fire watch shall be provided during hot work activities and shall continue for a minimum of 30 minutes after the conclusion of the work. The Fire Code Official, or the responsible manager under a hot work program, is authorized to extend the fire watch based on the hazards or work being performed.

*Exception: Where the hot work area has no fire hazards or combustible exposures.* **See Section 8**

**Section 2-Where a fire watch will be authorized (continued)**

***Special event***--The Lake Grove Fire Marshal shall order a fire watch any time an issue or circumstance arises that would warrant same due to diminished or reduced fire detection or protection. Examples of this are live performances where a smoke or fog machine is utilized, indoor pyrotechnic displays and large events where no fire detection or protection is in place such as an event in a tent. **See Section 9**

## **Section 3-Qualifications**

### **Fire Watch Qualifications** (§9.7.6 of NFPA 72)

Fire watch personnel shall be specially trained in fire prevention and in the use of fire extinguishers and occupant hose lines, in notifying the fire department, in sounding the building fire alarm, and in understanding the particular fire safety situation for public education purposes. Some authorities having jurisdiction require firefighters to be assigned to the areas, with direct radio communication to the local fire department\*.

### **Fire Watch Officer-Acceptable proof of qualification**

(All items listed below must be submitted to this office for review prior to any approval for a fire watch being issued):

- A. Proof of current NYS Firefighter 1 certification
- B. Proof of current active membership in good standing in a New York State fire department
- C. Excerpt from most recent fire watch log that this person maintained
- D. Written approval from the fire department authorizing this person(s) use of their radio frequency or radio talk group.
- E. A copy of the fire prevention program and Prefire Plan for the project site (§3308.3 NYSFC 2020)
- F. Name of the Fire Prevention Program Superintendent designated for the site (§3308.2 NYSFC 2020)

\*The Lake Grove Fire Marshals Office is an AHJ where the Fire Code Official requires that fire watch officer(s) be active firefighters certified to the minimum level of NYS Firefighter I and off probation. These firefighters must be a non-probationary member in good standing of a fire department.

## **Section 4-General Requirements**

The following duties shall be performed by personnel assigned to provide Fire Watch as mandated in the New York State Fire Code.

The number of watch officers required for a fire watch detail shall be determined by the Lake Grove Fire Marshal utilizing information from the prefer plan if available.

### **Role of the fire watch officer**

The sole duty of the of the fire watch officer shall be to perform constant patrols and watch for the occurrence of fire. The fire watch officer shall have no other role outside of their specific fire watch duties and shall not leave the fire watch area at any time.

Fire prevention, personal safety and the safety of the occupants is the primary objective. At the start of the fire watch, fire watch personnel shall assess the area and review the pre-incident fire plan for evacuation areas, crowd control and safety.

### **Identification**

Fire watch personnel shall be readily identified through a standardized uniform and a valid form of identification.

### **Start of fire watch.**

Once a fire watch has been approved by the Lake Grove Fire Marshal, the fire watch officer assigned shall notify the fire department and the Lake Grove Fire Marshal that they are on site and on duty.

### **Inspection**

The fire watch personnel shall commence with an inspection of the subject premises under the fire watch to insure the following:

1. All fire exits, exit egress and exit corridors are free of all obstructions.
2. All fire exit doors are fully functional.
3. All fire exit signs are properly illuminated as required by code.

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4. Fire extinguishers are appropriate as to size and type, are all charged, are all clearly identified and readily accessible.
5. Identify hazards that could cause a fire, and correct or cause the immediate correction of said hazard.

All of this information shall be entered into the fire watch log book.

### **Access**

Fire watch officer(s) shall have all keys, codes, cards or otherwise, to allow immediate access to all portions of the building or affected area under fire watch.

### **Occupant notification**

The fire watch officer shall advise all occupants within the building or portion thereof, under the fire watch, of their presence and their responsibilities/role as the fire watch officer.

### **Signage to be posted**

Signage shall be affixed to the main entrance of the establishment(s) under fire watch. Sign shall **not** be hand written and shall include the following information:

The name of the establishment

The address of the establishment

The fire district where the establishment is located

"THIS BUILDING IS CURRENTLY UNDER A FIRE WATCH AS A RESULT OF" XXXXX (XXXXX being the reason for the fire watch).

## **Section 4-General requirements (continued)**

### **Patrol functions**

All areas of the structure shall be under constant observation and kept clear of possible hazards. The entire structure shall be constantly monitored for any signs of hazard and/or fire. A continuous walk thru of the structure as well as communication is to be maintained with any other fire watch officers personnel on scene as well as with the Program Superintendent.

### **Relief**

Fire watch officer relief must be face to face and must take place on site. At no time is the occupied building under the fire watch, to be left without a fire watch officer.

### **Smoking Prohibited**

No smoking is permitted by anyone within a building that is under fire watch. No smoking is permitted within 50 feet of a building that is under fire watch.

### **Communication with the fire department**

Fire watch personnel shall be provided with at least one approved means for notification of the fire department. This communication with the fire dispatcher shall be continuous and constant. The only acceptable form of communication with the fire department within the village of Lake Grove is via a fire department radio. This radio must be issued by the Department where the fire watch building is located to insure that the correct frequencies are used and the fire watch MUST have written permission from that fire department to operate on their frequency or talk group.



## **Section 5-Incident management**

### **Incidents**

If an incident occurs, the fire watch officer shall cause the immediate and total evacuation of the building **AND**

The fire watch officer shall notify the fire department dispatcher, providing accurate information. The fire watch officer shall advise responding fire department personnel of the type of incident, and provide any additional information that may be of assistance to the arriving units.

### **Mitigation by fire watch officer**

If an incident occurs that is mitigated by the fire watch officer, a report shall be created and made part of the fire watch log. The Lake Grove Fire Marshal shall be immediately advised of the nature of the incident.

## **Section 6-Fire Protection System Impairment**

When a fire watch has been ordered due to a fire protection system impairment, the following will be adhered to:

### **Lock out/Tag out**

1-A tag shall be used to indicate that a system, or portion thereof, has been removed from service. (§901.7.2 NYSFC 2020). The tag shall be waterproof and shall be posted at each fire department connection, system control valve, fire alarm control unit, fire alarm annunciator and fire command center (§901.7.3 NYSFC 2020)

**Section 7-Demolition of a building**

A fire watch may be required during demolition of a building under §3304 of the 2020 NYSFC as follows:

The Fire Marshal/Fire Code Official may require, for demolition operations that are hazardous in nature, that a fire watch be on site during business hours or when the building or any portion thereof, is occupied. The sole duty of that fire watch shall be to perform constant patrols and watch for the occurrence of fire.

This may be required when part of an occupied building is being demolished, when a structure in close proximity to another structure is being demolished or when explosives or blasting is utilized.

## **Section 8-Hot Work**

Specific requirements for fire watch detail during hot work as per Chapter §33 NYSFC 2020.

### **Location**

The fire watch shall include the entire hot work area. Hot work conducted in areas with vertical or horizontal fire exposures that are not observable by a single individual shall have additional personnel assigned to fire watches to ensure that exposed areas are monitored.

(§3504.2.2 NYSFC 2020)

### **Duties**

Individuals designated to fire watch duty shall have fire-extinguishing equipment readily available and shall be trained in the use of such equipment. Individuals assigned to fire watch duty shall be responsible for extinguishing spot fires and communicating an alarm.

(§3504.2.3 NYSFC 2020)

### **Fire training**

The individuals responsible for performing the hot work and individuals responsible for providing the fire watch shall be trained in the use of portable fire extinguishers.

(§3504.2.4 NYSFC 2020)

### **Fire hoses**

Where hose lines are required, they shall be connected, charged and ready for operation.

(§3504.2.5 NYSFC 2020)

### **Fire extinguisher**

A minimum of one portable fire extinguisher complying with §906 NYSFC 2020, and with a minimum 2-A:20-B:C rating shall be readily accessible within 30 feet (9144 mm) of the location where hot work is performed.

(§3504.2.6 NYSFC 2020).

**Section 9-Special Events**

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### **Section 10-Restoring systems to service**

When impaired equipment is restored to normal working order, the fire watch officer shall verify that all of the following procedures have been implemented:

- 1-Necessary inspections and tests have been conducted to verify that affected systems are operational.
- 2-Supervisors have been advised that protection has been restored.
- 3-The fire department has been advised that protection has been restored.
- 4-The building owner/manager, insurance carrier, alarm company and other involved parties have been advised that protection is restored.
- 5-All impairment tags have been removed.

Once all of these objectives have been met, the Lake Grove Fire Marshal shall be notified, all fire watch signage shall be removed and the fire watch shall be terminated.

**Section 11-End of fire watch.**

The fire watch officer shall remain on site and on patrol until such time as the last occupant has vacated the building/portion thereof under the fire watch, or, when the Lake Grove Fire Marshal permits the termination of the fire watch. Prior to leaving the fire watch location, the fire watch officer must call the fire department and the Lake Grove Fire Marshal to advise of same.

In the event of a special event, the fire watch shall be terminated when the event is over, the fire protection systems have been restored and/or the building has been vacated.

## **Section 12-Record keeping**

### **Logs**

Accurate and detailed records of each daily tour shall be kept and documented in the Fire Watch Log. This log shall clearly show all activities of the fire watch including officer name, on and off duty times, locations patrolled and conditions found. The log must be completed at the end of the fire watch and signed by each individual performing Fire Watch duty.

### **Log longevity**

Fire watch logs shall be maintained by the fire watch company for at least 5 years and shall be immediately made available to the Fire Marshal upon request.

This document supersedes all previous versions Fire Watch Requirements-Village of Lake Grove

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